

20. **Leave of Absence - Long Term**

Employees who have completed one (1) year of continuous service are eligible for unpaid leave of absence from employment at the discretion of the Co-Directors. Every employee who intends to take a leave of absence shall give at least four (4) weeks notice in writing to the Society, unless there is a valid reason why such notice cannot be given. This notice must include a firm date of return to work.

Employees will not accrue vacation time or sick leave credits while on a leave of absence without pay. Employees will be allowed to remain on the Society's benefit plan by pre-paying the entire cost of the premiums, according to the insurer's limits.

Upon return from a leave of absence without pay, the employee shall be placed in his/her former position, or in a position of equal rank and basic pay, and will receive an appropriate orientation or re-orientation to the position. Alternatively, the employee may apply to another position. The employee will have his/her anniversary date adjusted to reflect the leave of absence. This leave, if granted, will be granted in writing stating the start date, return date, and clarification of what position will be expected upon return.

The employee shall be deemed to have resigned if an application for re-employment is not made one (1) month prior to the expiration of the leave, or the employee does not return to work after having applied for re-employment.